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**सबसे तेज update!**

## ESIC MTS, UDC & Stenographer Syllabus

For Upper Division Clerk & Multi-Tasking Staff

	Name of the Test	No. of Qs.	Max. Marks	Duration
<b>Phase I – Preliminary Examination</b>	General Intelligence and Reasoning	25	50	<b>1 hour</b>
	General Awareness	25	50	
	Quantitative Aptitude	25	50	
	English Comprehension	25	50	
	<b>Total</b>	<b>100</b>	<b>200</b>	

	Name of the Test	No. of Qs.	Max. Marks	Duration
<b>Phase II - Main Examination</b>	General Intelligence and Reasoning	50	50	<b>2 hours</b>
	General Awareness	50	50	
	Quantitative Aptitude	50	50	
	English Comprehension	50	50	
	<b>Total</b>	<b>200</b>	<b>200</b>	

	Name of the Test	No. of Qs.	Max. Marks	Duration
<b>Phase III - Computer Skill Test (Only For UDC)</b>	Preparation of 02 Power Points Slides	10	50	<b>30 minutes</b>
	Typing matter on MS Word with formatting	20		
	Preparation of Table on MS Excel with use of formulae	20		

### For Stenographer Post

	<b>Name of the Test</b>	<b>No. of Qs.</b>	<b>Max. Marks</b>	<b>Duration</b>
<b>Phase I - Main Examination</b>	English Language & Comprehension	100	100	70 minutes
	Reasoning Ability	50	50	35 minutes
	General Awareness	50	50	25 minutes

The candidates who are shortlisted in the Main Examination will be required to appear in the Skill Test of Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Online Application Form) at the speed of 80 words per minute. The matter will have to be transcribed on Computer. The Transcription Time is as under:

	<b>Language of Skill Test</b>	<b>Time Duration</b>	<b>Time Duration for PWD candidates eligible for scribe Duration</b>
<b>Phase II – Skill Test in Stenography</b>	English	50 Minutes	70 Minutes
	Hindi	65 Minutes	90 Minutes